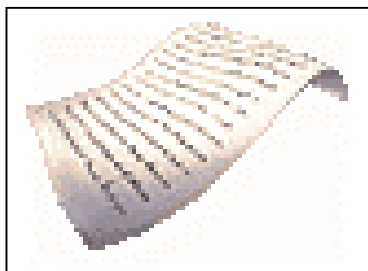


Chapter 2: Use of Paper Materials

Section Summaries



The Census 2000 Block Housing Unit Summary List

Enter the number of housing units for each Census 2000 block that you have found from your lists or field checks. If you are filling these in by hand, please use the examples of block style numbers. Examples of filled-in summary lists are provided for both local and tribal governments.

The Census Address List

Use the Address List pages to compare against your local or tribal address lists. Compare them in order to identify where block tallies may disagree with your counts of housing units for each Census block. This list will be supplied by the Census Bureau and sorted in one of three ways.

Security Guidelines

These guidelines are to supplement the general security guidelines from Part A Chapter 2.

Return and Destruction of Census Bureau Materials

These guidelines are to help participants return or destroy the Address List Review materials after completing the review.

The Census 2000 Block Housing Unit Summary List

As described in the previous chapter, the Census 2000 Block Housing Unit Summary List is the list that you need to return to the Census Bureau with your local or tribal housing estimates. There are two different sheets, one for non-tribal local governments and another for tribal governments.

All information should be entered on the sheets provided. If annotating the sheets by hand, use a block style for the numbers.

1 2 3 4 5 6 7 8 9 0

Any blank spaces in the Local or Tribal Housing Unit Count columns will be interpreted as an agreement with the Census Bureau's housing unit count.

The Census Address List

These lists are provided to you by the Census Bureau to show the specific housing units within each Census 2000 block. In Part A Chapter 5, guidelines are given to create an address list source to compare against the Census Bureau's Block Housing Unit Summary List. The Census address list is a list of all addresses that the Census Bureau found when Address Listing within your jurisdiction in the summer and fall of 1998.

To accommodate Address List Review participants who prefer a paper listing, the Census Bureau is offering three sorting choices. Address List Review participants, however, will only get to choose one of the address sorts. You will be responsible for knowing what type of sort you desire and contacting the Census Bureau with that information. If you request a paper list and do not supply a sort type, you will receive the default sort (Census 2000 Block number). The page layout will be the same for all three sorts, as described in Part B Chapter 1. The main reason for the three sorts is to facilitate the participant's review. These sorts are listed below:

➤ **Census 2000 block number sort (default sort)**

This sort will allow matching block numbers to the Address List Review maps. This type of sort will be the most beneficial to those local and tribal governments that voluntarily choose to conduct their own field checking operation.

➤ **Alphanumeric sort**

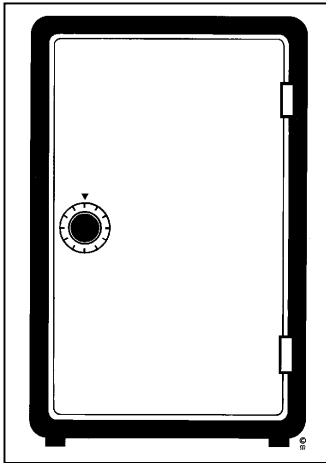
This sort will allow a participant to compare sources that are also alphanumeric. If the local source is only available in a printed format and it is sorted in the same manner, this sort will be the most beneficial.

➤ **1990 census block number sort**

Some local or tribal governments may have 1990 census block counts. If this is the case, this sort will allow easy matching of 1990 Census blocks. The users will need to remember that the 1990 census block numbers are no longer used and know that many have been combined or

divided to create Census 2000 blocks. The 1990 housing unit counts also will need to be augmented with new data to correctly update the 2000 estimates.

Security Guidelines



Some of this information is repeated from Part A Chapter 2, but much of it concerns specific instructions for paper lists and maps. We are providing the security requirements used by the Census Bureau in all its work facilities, and on all its computers. The Census Bureau accepts that the way in which you implement these guidelines may vary slightly, but the end results must be the same for each participant -- nondisclosure of Title 13 information.

The primary Address List Review liaison accepts responsibility for protecting and safeguarding the Address List Review materials protected by Title 13, U.S.C. and P.L. 103-430. This includes any list that shows individual Census addresses and any maps that show individual housing unit locations (called "map spots"). The primary liaison must restrict access to the Census address information to those individuals who have signed the Confidentiality Agreement. Only individuals with a "need to know" to perform the Address List Review work should sign the Confidentiality Agreement.

As you read the Census Bureau's security requirements, please keep in mind the important role security plays in the overall responsibilities of each Address List Review liaison. The Census Bureau must have your full cooperation and commitment to following these guidelines. Together, we will maintain the privacy of the information required by law and entrusted to the Census Bureau by the American public.

To protect the integrity of the Census address list, the following guidelines should be followed to the best of your abilities as participants in the Address List Review program.

- Keep all Census address information in a locked room during nonwork hours. If possible, store the Census address materials in locked desks or cabinets.
- During work hours, do not leave a room unattended where Census address information is stored; lock the room whenever you leave it.



- Do not leave Census address information unattended at your desk.
- Only make copies of the information if required to complete your task; while making copies, do not leave the copying machine unattended.
- Do not discuss the address information or locations of addresses with anyone who is not an Address List Review liaison or a Census Bureau employee.
- Do not disclose precise, or even anecdotal information, about Census addresses or locations.
- Never deposit Census confidential materials in a trash or recycle container.
- Once you have selected a method of destruction, the Census Bureau's Regional Census Center staff will provide you with the precise specifications for the destruction method you have selected.

These are the items that will be reviewed during the training sessions and surprise visits from Census Bureau employees.

Return or Destruction of Census Bureau Materials

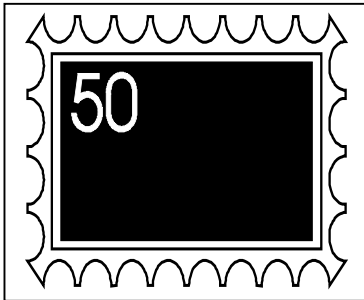


Returning Materials

Packing Materials

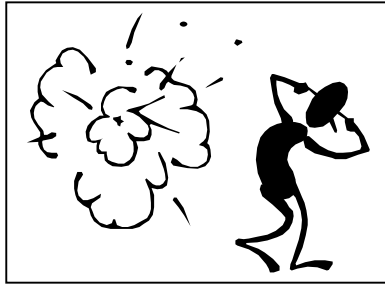
- Seal and reinforce all packages
- Enclose a letter to the Census Bureau's RCC notifying them of the shipment and listing its contents.
- Attempt to send all materials at the same time.

Shipping Packages



- Where available use the Federal Express return labels you received with your maps.
- Use shipping contractors who provide tracing services, such as certified mail, priority mail, Federal Express, United Parcel Service, and so forth.
- Ship Census confidential material in two opaque, sealed envelopes, wrappings, or containers, durable enough to protect the material exposure or tampering. Label both sides of the inner envelope or wrapping with "DISCLOSURE PROHIBITED--13 U.S.C." Address the inner envelope to the Director, Census Bureau Regional Office. On the bottom of the label, mark attention and then the name of your RCC contact. For the specific address information, please refer to the list of Census Bureau's Regional Census Centers included in Part A chapter 1 of this *Technical Guide*. The outer envelope or wrapping should be appropriately addressed but should **NOT** display the security classification designation.
- Explain to carriers that multiple packages containing Census confidential material must travel and be delivered as a unit.

Destruction of Census Confidential Materials



- Never deposit Census confidential materials in a trash or recycle container.
- Store the materials in a secure area in a container labeled: "document destruction container" until they are destroyed.
- The destruction process must prevent recognition or reconstruction of the information. Use one of the methods below to destroy Census confidential materials:
 1. Shredding.
 2. Chemical decomposition
 3. Pulverizing (for example, hammer mills, choppers, and so forth).
 4. Burning (only in a facility approved by the Environmental Protection Agency).
- Select a method of destruction. If you are unsure as to the requirements for the method you have chosen, contact the RCC for your jurisdiction.
- Return the Destruction of Materials Form (see appendix C) to your RCC.